

502-329-7000
800-305-2042

KENTUCKY BOARD OF NURSING
312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172

FAX 502-329-7011

APPLICATION FOR PROVIDER APPROVAL

The Kentucky Board of Nursing approves organizations and individuals to provide nursing continuing education. After the providership has been approved, with the exception of offerings for domestic violence and pediatric abusive head trauma, the offering content is the responsibility of the providership.

Enclosed is an application for provider approval. Please complete the appropriate forms and submit the requested information to:

Continuing Competency Program Coordinator
Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172

There is a \$400 non-refundable fee for review of the provider application. Please include check or money order, payable to the Kentucky Board of Nursing with your application. You will be notified of the results of the review process within approximately eight (8) weeks of submission of materials and fees.

Enclosures

Provider Core # _____

APPROVED THROUGH

December 31, _____

Reviewed By _____

Date: _____

KENTUCKY BOARD OF NURSING
312 WHITTINGTON PARKWAY, SUITE 300
LOUISVILLE, KY 40222-5172
(502) 429-3300

FOR KBN USE ONLY

Date Paid: _____

Amt. Paid: _____

APPLICATION FOR PROVIDER APPROVAL

Instructions: Please provide the information requested and submit to the Kentucky Board of Nursing at the above address. The initial provider approval fee required by 201 KAR 20:240 shall be submitted with the completed application form. (References: 201 KAR 20:215, 20:220, 20:240)

1. APPLICANT / ORGANIZATION / AGENCY

Name of Providership _____

Address _____

Phone Number _____ Fax Number _____

E-Mail Address _____

2. NURSE ADMINISTRATIVELY RESPONSIBLE FOR THE PROVIDERSHIP

Name _____ Nursing License # _____

In accordance with the intent of Kentucky Revised Statutes 314.073 and Kentucky Administrative Regulations 201 KAR 20:215, and 20:220, the applicant hereby agrees to comply with the specified requirements regarding mandatory continuing education activities and certifies that all submitted materials regarding the applicant's policies and procedures are accurate and current.

Nurse Administrator of Continuing Education

Date

Chief Nursing Officer for Organization (if applicable)

Date

APPLICATION FOR CONTINUING EDUCATION PROVIDER APPROVAL

Required Attachments

Provide the following information to verify compliance with regulatory standards. Please label information according to the following outline and number pages consecutively.

- I. **Type of organization** – Please describe the type of organization i.e.hospital, college, nursing organization, etc. and the mission or business of the organization
- II. **Nurse Administrator** – The nurse administrator must be a registered nurse who shall be administratively responsible for continuing education activities including planning, development, implementation, and evaluation. The nurse administrator shall hold a current license or privilege to practice, have experience in adult and continuing education and hold a baccalaureate or higher degree in nursing. Please submit the following for the nurse administrator of the CE providership:
 - A. **Curriculum vitae or resume** that should demonstrate:
 1. Current educational level
 2. Experience in adult education
 - B. **Provide active nursing license number** on the application page of this packet
- III. **Policies and Procedures** - For each of the following areas, provide a written policy/procedure that will be implemented.
 - A. **Needs Analysis or Justification for the Offering** - Offering(s) should enhance the quality, safety, and effectiveness of care provided by nurses; and should contribute directly to the competence of a nurse. Policy should address:
 1. Methods of assessment of learning needs; including
 - a. Copies of survey forms
 - b. Questionnaires
 - c. Evaluations from other classes
 2. People who will be involved in the planning
 - B. **Record Keeping** – Records of continuing education activities shall be maintained for a period of five (5) years. Describe system for maintenance and retrieval of records to include:
 1. Location and security of records (computer files, file cabinets, etc.)
 2. Persons that will have access to records
 3. Items to be maintained for each offering shall include:
 - a. Title, date, and site of the activity
 - b. Name of the person responsible for coordinating and implementing the activity
 - c. Purpose, documentation of planning committee activities, learner outcomes, content outline, faculty, teaching and evaluation methods
 - d. Participant roster
 - e. Summary of participant evaluations
 - f. Number of continuing education contact hours awarded for each offering
- IV. **Sample Documents** - Provide a sample CE offering that includes each of the following documents:
 - A. **Offering announcement** that includes:
 1. Learner outcomes/objectives
 2. Content overview
 3. Date, time, location, and presentation schedule
 4. Presenter
 5. Fee and refund policy
 6. Number of contact hours awarded
 7. Target audience and any prerequisites
 8. KBN provider number
 9. Requirements for successful completion

- B. **Instructor bios** including the most recent CV or resume demonstrating documented expertise in the offering's subject matter and experience in presenting to adult learners
- C. **Presentation schedule** to include:
 - 1. The name and credentials of the presenter
 - 2. Topic(s) to be covered
 - 3. Meals and breaks
 - 4. Teaching methods, with corresponding times frames for each content area
- D. **Participant roster** that shall include at a minimum:
 - 1. Name and signature of participant
 - 2. Participant's nursing license number
- E. **Evaluation tool** that includes an appraisal of:
 - 1. Participant achievement of each outcome
 - 2. Teaching effectiveness of each presenter
 - 3. Relevance of content to expected outcomes
 - 4. Effectiveness of teaching methods
 - 5. Appropriateness of physical facilities
- F. **Certificate of completion** that includes:
 - 1. Name of participant
 - 2. Offering title, date, and location
 - 3. Provider's name, address, telephone number, KBN approval number, and expiration date of the providership
 - 4. Name and signature of authorized provider representative
 - 5. Number of continuing education contact hours awarded

201 KAR 20:215. Continuing competency requirements.

RELATES TO: KRS 218A.205(3)(h), 314.011(12), 314.073, 314.991(1)-(3)

STATUTORY AUTHORITY: KRS 218A.205(3)(h), 314.073, 314.131(1), (2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(1), (2), and 314.073 require the Board of Nursing to promulgate administrative regulations to establish continuing competency requirements for nurses. This administrative regulation establishes the fees, procedures, and requirements for continuing competency for nurses.

Section 1. Definitions. (1) "Contact hour" means fifty (50) minutes of an approved, organized learning experience.

(2) "Earning period" means November 1 through October 31 of a current licensure period.

(3) "Preceptor" means a nurse with demonstrated competence in a specific clinical area who serves as a role model and mentor to assist in the development and validation of the competencies of a nursing student or new employee.

Section 2. (1) A licensee shall choose a method from Section 3 of this administrative regulation to validate his or her continued competency in nursing for each earning period.

(2) A licensee shall maintain the documentation of the method chosen.

(3) A licensee shall provide the documentation if directed by the board.

Section 3. Methods for continued competency validation shall be as follows:

(1) Fourteen (14) contact hours of continuing education, which shall:

(a) Be from a provider approved by the board pursuant to 201 KAR 20:220;

(b) Be completed during the earning period; and

(c) Include the continuing education required by Section 5 of this administrative regulation;

(2) Current national certification or recertification and the continuing education required by Section 5 of this administrative regulation.

The certification shall be related to the nurse's practice role and shall:

(a) Have been initially attained during the earning period;

(b) If issued for a period of time as evidenced by an expiration date, have been in effect during the entire earning period; or

(c) Have been recertified during the earning period;

(3) The continuing education required by Section 5 of this administrative regulation and at least one (1) of the following during the earning period:

(a) Completion of a research project that is nursing-related:

1. As principal investigator, coinvestigator, or project director;

2. That is qualitative or quantitative in nature;

3. That utilizes a research methodology;

4. That increases knowledge, causes an improved outcome, or changes behavior; and

5. That is evidenced by an abstract of the project, which includes a summary of the findings;

(b) Publication of an article in a peer-reviewed health-related journal;

(c) A nursing continuing education presentation that is:

1. Designed and developed by the presenter;

2. Presented to nurses or other health professionals;

3. Evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee's participation as the presenter of the offering; and

4. Offered by a provider approved pursuant to 201 KAR 20:220; or

(d) Participation as a preceptor for at least one (1) nursing student or new employee.

1. The preceptorship shall be for at least 120 hours.

2. There shall be a one (1) to one (1) relationship between the preceptor and the student or employee.

3. The preceptor may train more than one (1) student or employee and may combine the hours to total 120 hours.

4. The preceptorship shall be evidenced by written documentation from the educational institution or preceptor's supervisor; or

(4)(a) Seven (7) hours of continuing education from a provider approved by the board pursuant to 201 KAR 20:220 and earned during the licensure period, which shall include the continuing education required by Section 5 of this administrative regulation if applicable; and

(b) A nursing employment evaluation that is satisfactory for continued employment. The nurse shall submit:

1. The evaluation, which shall:

a. Cover a period of at least six (6) months during the earning period;

b. Be signed by the nurse's supervisor; and

c. Include the name, address, and telephone number of the employer; and

2. The Nursing Employment Evaluation Form.

Section 4. (1) A licensee shall provide documentation of the method used to validate continued competency if the licensee is the subject of a disciplinary complaint.

(2) A licensee shall provide documentation of the method used to validate continued competency if requested by the board pursuant to a random audit of licensees.

Section 5. (1)(a) Advanced practice registered nurses shall earn a minimum of five (5) contact hours in pharmacology.

(b) Advanced practice registered nurses with a Collaborative Agreement for Advanced Practice Registered Nurse's Prescriptive Authority for Controlled Substances (CAPA-CS) pursuant to KRS 314.042(10) shall earn, as a part of the requirement of paragraph (a) of this subsection, at least one and one-half (1.5) contact hours related to the use of the KASPER system, pain management, or addiction disorders.

(2) Sexual assault nurse examiners shall earn the continuing education required by 201 KAR 20:411, Section 8.

(3) Registered nurses and licensed practical nurses licensed after July 15, 2010 shall earn a minimum of one and one-half (1.5) contact hours in pediatric abusive head trauma as required by KRS 314.073(6) within three (3) years of licensure.

Section 6. (1)(a) A licensee shall maintain records to substantiate methods used to validate competency.

(b) All records shall be retained for at least five (5) years following the current licensure period.

(2)(a) A licensee shall, upon request, furnish to the board or its staff, legible copies of the records required to be maintained by subsection (1) of this section.

(b) Copies shall be furnished within twenty (20) days of the date a written request is mailed by first class to the last known address of the licensee or applicant.

(c) Failure to furnish records as required by this administrative regulation shall be cause for the issuance of a complaint pursuant to 201 KAR 20:161 for failure to comply with KRS 314.073(2).

(3)(a) Except as provided by paragraph (b) of this subsection, if a licensee has failed to comply with the continuing competency requirements, the licensee shall be allowed to cure the noncompliance if he or she:

1. Meets the continuing competency requirements within thirty (30) days of notification of noncompliance; and
2. Enters a consent decree with the board pursuant to 201 KAR 20:161, Section 2(5), within ten (10) days of notification by the board.

(b) The board shall issue a complaint pursuant to 201 KAR 20:161 if:

1. A licensee fails to furnish records as requested pursuant to subsection (2) of this section; or
2. There is evidence of fraud or deceit in procuring or attempting to procure a license to practice nursing.

(4) A licensee who attends continuing education activities, whether as a presenter, participant, or student, shall attend the entire offering to be eligible to receive the number of contact hours for which the activity has been approved.

(5) It shall be the responsibility of each licensee to select and participate in those continuing education activities that will meet the criteria for acceptable continuing education.

(6) A licensee shall not repeat the same continuing education offering within a licensure period. The board shall determine whether a continued education offering is the same offering based upon the certificate of attendance from the offering that includes items such as the activity number, date, topic, and presenter.

Section 7. (1) Successful completion of a postlicensure academic course at a college, university, or postsecondary vocational institution shall qualify as a continuing education activity obtained from an approved provider if relevant to nursing practice under subsection (3) of this section.

(2) Contact hours shall be calculated as follows:

- (a) One (1) semester or trimester hour of academic credit shall equal fifteen (15) contact hours; or
- (b) One (1) quarter hour of academic credit shall equal twelve (12) contact hours.

(3) The following courses shall be relevant to nursing practice:

- (a) A nursing course, designated by a nursing course number, and beyond the prelicensure curriculum of the individual licensee; or
- (b) An academic course that is applicable to the nurse's role and beyond the prelicensure curriculum of the individual licensee.

(4) A licensee may request course review for approval of applicable nursing content pursuant to Section 8 of this administrative regulation.

(5) If it is an academic course in which grades are given, the licensee shall achieve a grade of "C" or better, or a pass on a pass-fail grading system.

Section 8. (1) A licensee may request an individual review of a nonapproved continuing education activity completed during the earning period if, within thirty (30) days after the expiration of the immediate past licensure period, the licensee has:

- (a) Requested the review by submitting an Application for Individual Review; and
- (b) Paid a fee of ten (10) dollars.

(2) The review shall be based on generally accepted standards of adult education and shall be applicable to the nurse's role.

(3) Approval of a nonapproved continuing education activity shall:

- (a) Qualify it as having been obtained from an approved provider for the licensee requesting the review; and
- (b) Be limited to the particular offering upon which the request for individual review is based.

(4) The board may offer continuing education hours for programs sponsored by the board. These continuing education hours shall be deemed to have been obtained from an approved provider. The board shall comply with all applicable provider standards.

Section 9. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Application for Individual Review", 9/2005; and
- (b) "Nursing Employment Evaluation Form", 6/2016.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, Kentucky 40222-5172, Monday through Friday, 8 a.m. to 4:30 p.m. (6 Ky.R. 699; Am. 7 Ky.R. 400; eff. 10-1-1980; 9 Ky.R. 596; eff. 12-1-1982; 11 Ky.R. 1630; eff. 6-4-1985; 14 Ky.R. 583; eff. 11-6-1987; 2193; eff. 8-5-1988; 18 Ky.R. 3212; 19 Ky.R. 18; eff. 7-4-1992; 2671; eff. 8-6-1993; 22 Ky.R. 1337; 1594; eff. 3-7-1996; 23 Ky.R. 3073; eff. 3-19-1997; 27 Ky.R. 824; 1448; eff. 12-21-2000; 28 Ky.R. 126; eff. 9-10-2001; 29 Ky.R. 502; 921; eff. 10-16-2002; 2123; 2450; eff. 4-11-2003; 30 Ky.R. 2100; 2289; eff. 5-24-2004; 31 Ky.R. 799; 1058; eff. 1-4-2005; 32 Ky.R. 718; eff. 1-6-2006; 2322; eff. 9-1-2006; TAm eff. 7-13-2010; 2905; eff. 8-17-2011; 39 Ky.R. 540; eff. 2-1-2013; 42 Ky.R. 492; 1142; eff. 11-6-2015; 43 Ky.R. 1015; eff. 3-3-2017.)

201 KAR 20:220. Nursing continuing education provider approval.

RELATES TO: KRS 314.011(12), 314.073, 314.131(1), (2)

STATUTORY AUTHORITY: KRS 314.073(3), 314.131(1), (2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(2) and 314.073(3) require the Board of Nursing to promulgate administrative regulations establishing requirements for continuing competency and approval of providers of continuing education. This administrative regulation establishes requirements for providers of continuing education.

Section 1. Definition. "Continuing education activity" means an offering given by a provider of continuing education who has been approved by the board and that relates to the practice of nursing or contributes to the competency of a nurse extending knowledge beyond that obtained in initial nursing preparation or pertinent to specific work requirements.

Section 2. (1) A provider applicant who wants to offer a continuing education activity shall submit an:

- (a) Application for Provider Approval; and
- (b) Application fee as established in 201 KAR 20:240.

(2) If an application is approved, the board shall issue a provider number to the applicant.

(3) On or before September 30 of the year in which an approval period expires, an approved provider shall submit the:

(a) Application for Provider Renewal; and

(b) Fee as established in 201 KAR 20:240.

(4) Renewal shall be for two (2) years.

(5)(a) A provider applicant may establish compliance by submitting evidence of approval by one (1) of the following organizations:

1. American Association of Nurse Practitioners;
2. American Association of Critical Care Nurses;
3. American Association of Nurse Anesthetists;
4. American College of Nurse Midwives;
5. American Nurses Credentialing Center;
6. Association of Women's Health, Obstetric and Neonatal Nurses;
7. Nurse Practitioners in Women's Health;
8. National Association of Pediatric Nurse Practitioners;
9. National Association for Practical Nurses Education and Service;
10. National Federation of Licensed Practical Nurses;
11. National League for Nursing; or
12. State Boards of Nursing.

(b) Paragraph (a) of this subsection shall include a provider that offers a continuing education activity related to the pharmacology requirement established in 201 KAR 20:215, Section 5(1)(a).

(6)(a) An organization that approves nursing continuing education may request that it be added to this administrative regulation.

(b) An organization shall be included in this administrative regulation if its standards are comparable to the standards established by the provisions of this administrative regulation.

Section 3. (1) The board may review a provider's continuing education activities or approval status at any time.

(2) Except as provided in subsection (3) of this section, if after a review of a provider it is determined that the provider does not comply with this administrative regulation, the board shall send the provider notice of its intent to deny or limit the provider's approval status.

(3) If after a review of a continuing education activity it is determined that the activity does not comply with this administrative regulation, the board shall send the provider notice of its intent to deny approval status for subsequent offerings of that specific continuing education activity.

(4)(a) A request for a hearing before the board shall be filed within ten (10) days of receipt of the board's notice.

(b) If a provider fails to submit a request for a hearing within the time established in paragraph (a) of this subsection, the board shall implement the action proposed in its notice.

Section 4. Providers shall comply with the standards in this section.

(1)(a) A registered nurse who meets the qualifications established in paragraph (b) of this subsection shall be administratively responsible for continuing education activities, including:

1. Planning;
2. Development;
3. Implementation; and
4. Evaluation.

(b) A nurse administrator shall:

1. Hold a current license or privilege to practice;
2. Have experience in adult education; and
3. Hold a baccalaureate or higher degree, in nursing.

(c) The provider may designate an alternate nurse administrator who shall meet the requirements established in paragraph (b) of this subsection.

(2) Organized learning activities shall be based upon a reasonable justification supporting the need for the continuing education that:

- (a) Enhances the quality, safety, and effectiveness of care provided by nurses; and
- (b) Contributes directly to the competence of a nurse.

(3) The content of nursing continuing education shall be designed to:

- (a) Present current theoretical knowledge to enhance and expand nursing skills; and
- (b) Promote competence in decision making.

(4) Outcomes for continuing education activities shall be:

- (a) Related to nursing practice and interventions;
- (b) Stated in clearly defined expected learner outcomes; and
- (c) Consistent with evidence of a need for the continuing education activity.

(5) The continuing education activity shall reflect planning among the nurse administrator, faculty, and content experts.

(6)(a) The content for each educational activity shall be documented in provider files and shall include the following:

1. The presentation schedule;
2. The name and credentials of the presenter and the topic to be covered;
3. Times for meals and breaks, if applicable;
4. Teaching methods, with corresponding time frames, for each content area; and
5. Learner outcomes.

(b)

1. The content shall be relevant to and consistent with the learner outcomes.

2. The learner outcomes shall provide statements of observable behaviors that present a clear description of the competencies to be achieved by the learner.

(7) Teaching methods shall be consistent with the content and learning outcomes and objectives, and shall reflect the use of adult learning principles. Activities of both the teacher and the learner shall be specified.

(8) Faculty for continuing education activities shall have:

- (a) Documented expertise in the subject matter; and
- (b) Experience in presenting to adult learners and facilitating adult learning.

(9) The name, title and credentials identifying the educational and professional qualifications for each faculty member shall be retained in the provider offering files.

(10) Resources allocated for the continuing education activity shall be adequate in terms of education unit organization, with fiscal support for adequate staff, facilities, equipment, and supplies to ensure quality teaching and learning in a comfortable environment that is accessible to the target audience.

(11) Participants shall be provided with essential information for review prior to registration. This information shall include:

- (a) Learner outcomes;
- (b) Content overview;
- (c) Date, time, and presentation schedule;
- (d) Presenter;
- (e) Number of contact hours;
- (f) Fee and refund policy;
- (g) Target audience and any prerequisites; and

(h) Requirements for successful completion that shall be clearly specified and shall include a statement of policy regarding candidates who fail to successfully complete the continuing education activity.

(12) Published information about continuing education activities offered by providers approved by the board shall include the provider number.

(13)(a) A provider shall notify the board in writing within thirty (30) days of any changes in its administration, such as nurse administrator, mailing address, or telephone number.

(b) Information relevant to the qualifications of the new nurse administrator as established in subsection (1)(b) of this section shall be sent to the board.

(c) If a qualified nurse is not available to serve in the capacity of the administrator, the provider shall not offer any continuing education activity until a qualified nurse administrator is appointed.

(14) A provider shall designate and publish the number of hours of any portion of an offering dedicated to the pharmacology requirement of 201 KAR 20:215, Section 5(1)(a).

(15) Records of continuing education activities shall be maintained for a period of five (5) years, including the following:

- (a) Title, date, and site of the activity;
- (b) Name of the person responsible for coordinating and implementing the activity;
- (c) Purpose, documentation of planning, learner outcomes, faculty, teaching, and evaluation methods;
- (d) Participant roster, with a minimum of:
 - 1. Name and signature; and
 - 2. License number;
- (e) Summary of participant evaluations;
- (f) Number of continuing education contact hours awarded:

1. Contact hours shall be calculated by taking the total number of minutes that the participants will be engaged in the learning activities, excluding breaks, and divide by fifty (50); and

2. Partial hours shall be permissible after one (1) contact hour is earned;

- (g) Master copy of certificate of completion awarded; and
- (h) Identification of required instructional materials and references.

(16) Participants shall receive a certificate of completion that documents participation with the following information:

- (a) Name of participant;
- (b) Offering title, date, and location;
- (c) The provider's name, address, telephone number, approval number, and expiration date of the providership;
- (d) Name and signature of authorized provider representative; and
- (e) Number of continuing education contact hours awarded.

(17) There shall be a clearly defined method for evaluating the continuing education activity, which shall include:

- (a) An evaluation tool that includes participant appraisal of achievement of each outcome, teaching effectiveness of each presenter, relevance of content to expected outcomes, effectiveness of teaching methods, and appropriateness of physical facilities; and
- (b) A mechanism for periodic, systematic evaluation of the provider's total program of educational activities.

(18) There shall be a summary of the participants' evaluations for each continuing education activity with an action plan with time lines for resolution of identified deficiencies.

(19) The provider shall have current policies and procedures for the management of the providership that demonstrate compliance with the required standards.

(20) For an offering that includes clinical practice, the instructor-student ratio for the clinical experience shall not exceed one (1) to ten (10).

(21) The following constitute in-service education and shall not be considered as a continuing education activity for purposes of this administrative regulation:

(a) An activity that is part of an employing agency's staff development program designed to provide information related to the work setting;

- (b) On the job training;
- (c) Orientation;
- (d) Basic cardiopulmonary resuscitation; and
- (e) Equipment demonstration.

Section 5. (1) The following forms are incorporated by reference:

- (a) "Application for Provider Approval", 1/2017, Kentucky Board of Nursing; and
- (b) "Application for Provider Renewal", 1/2017, Kentucky Board of Nursing.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, Kentucky 40222, Monday through Friday, 8 a.m. to 4:30 p.m. (6 Ky.R. 699; Am. 7 Ky.R. 401; eff. 10-1-1980; 9 Ky.R. 597; eff. 12-1-1982; 11 Ky.R. 990; eff. 1-7-1985; 14 Ky.R. 584; eff. 11-6-1987; 18 Ky.R. 3213; 19 Ky.R. 20; eff. 7-4-1992; 23 Ky.R. 3075; 3558; eff. 3-19-1997; 27 Ky.R. 826; 1250; eff. 11-17-2000; 28 Ky.R. 128; eff. 9-10-2001; 29 Ky.R. 2945; eff. 8-13-03; 32 Ky.R. 293; eff. 10-19-2005; 34 Ky.R. 1785; eff. 3-19-2008; TAm eff. 7-15-2010; 39 Ky.R. 1756; 2011; eff. 5-3-2013; 41 Ky.R. 1415; 1785; eff. 2-26-2015; 43 Ky.R. 1018, 1375; eff. 3-3-2017.)